MATERNITY & PATERNITY POLICY

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Last Reviewed	14 June 2024	**Next Review Due**	June 2027
Version	1.0	**Owner**	Office of the Registrar / IQAC

Preamble

P. P. Savani University recognises the importance of supporting employees through significant family events such as childbirth and adoption. This policy sets out the leave, pay and workplace-accommodation entitlements available to employees becoming parents, consistent with the Maternity Benefit Act, 1961 (as amended), and reflecting the University's commitment to a family-supportive workplace.

Objectives

- To provide statutorily compliant and, where feasible, enhanced maternity and paternity leave benefits.
- To support the health and wellbeing of employees during pregnancy, childbirth and early parenthood.
- To ensure job security and non-discriminatory treatment for employees on maternity or paternity leave.
- To provide reasonable workplace accommodation for nursing mothers on return to work.

Scope

This policy applies to all confirmed and probationary female employees of the University in respect of maternity benefit, and to male employees in respect of paternity leave, across all schools, departments and administrative offices.

Definitions

- **Maternity Leave:** Paid leave granted to a female employee in connection with childbirth or adoption, as prescribed under this policy and applicable law.
- **Paternity Leave:** Leave granted to a male employee in connection with the birth of his child, to support the mother and share early caregiving responsibility.
- **Nursing Break:** A short-paid break granted to a nursing mother during working hours for the purpose of nursing her child, as provided under the Maternity Benefit Act, 1961.

Statement

1. Maternity Leave Entitlement

A female employee who has worked for the University for at least 80 days in the 12 months preceding her expected delivery date shall be entitled to maternity leave with full pay for a period of 26 weeks for the first two children, and 12 weeks for a third or subsequent child, in accordance with the Maternity Benefit Act, 1961, as amended.

2. Commencement of Leave

Maternity leave may commence up to eight weeks before the expected date of delivery, at the employee's discretion, with the balance availed after delivery.

3. Adoption and Commissioning Mothers

A female employee who legally adopts a child below the age of three months, or a commissioning mother, shall be entitled to twelve weeks of maternity leave from the date the child is handed over to her.

4. Paternity Leave

A male employee shall be entitled to fifteen days of paid paternity leave, to be availed within six months of the birth or legal adoption of a child, in addition to any casual or earned leave otherwise due.

5. Work-from-Home Option

Where the nature of duties permits, an employee returning from maternity leave may, with the approval of the Head of Department and Human Resources, be permitted to work from home for a mutually agreed period, in accordance with the applicable service rules.

6. Nursing Breaks

On return from maternity leave, a female employee shall be entitled to two nursing breaks of prescribed duration each working day, until the child attains the age of fifteen months.

7. Day care Facility

Where the University's establishment strength requires it under applicable law, or where administratively feasible, the University shall provide or facilitate access to a crèche facility within a reasonable distance of the workplace.

8. Job Protection and Non-Discrimination

An employee shall not be discharged, dismissed, or subjected to disadvantageous change in service conditions on account of pregnancy, maternity leave, or paternity leave. Position and salary grade shall be protected during and after leave.

9. Medical Bonus and Related Benefits

Where applicable under the Maternity Benefit Act, a medical bonus shall be payable to an employee who does not receive free medical care from the University.

Roles & Responsibilities

Role	Responsibility
Human Resources	Processing leave applications, maintaining records, and ensuring statutory compliance.
Head of Department	Workload planning during leave and approving flexible return-to-work arrangements.
Finance Office	Timely disbursal of maternity/paternity pay and any applicable bonus.

Implementation Measures

- Awareness session during the Orientation programme for newly appointed staff and faculty members.
- Maternity/paternity leave application form and process published on the HR intranet.
- HR to proactively inform employees of entitlements at the time of confirmation of pregnancy or adoption.

Monitoring & Review

Human Resources shall maintain a confidential register of leave availed and shall report aggregate (non-identifying) utilisation statistics annually to the Board of Management. This policy shall be reviewed every three years or upon change in the Maternity Benefit Act.

Grievance Redressal

Any employee who believes their entitlements under this policy have been denied or curtailed may raise the matter with Human Resources, with a right of escalation to the Registrar.

Dr Sateesh Biradar
The Registrar
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P P Savani University